SI LEADER

APPLICATION

APPLICATIONS ARE BEING ACCEPTED NOW FOR SPRING 2012

APPLICATION CHECKLIST:

THE FOLLOWING NEEDS TO BE SUBMITTED TO SSA-211 BY NOVEMBER 10, 2011:

1. SI LEADER APPLICATION

2. CHAFFEY COLLEGE DISTRICT APPLICATION

3. TRANSCRIPTS (OFFICIAL OR UNOFFICIAL)

ALSO REQUIRED: FACULTY REFERENCE FORM

GIVE THE ATTACHED REFERENCE FORM TO THE FACULTY MEMBER. THE FACULTY MEMBER WILL SUBMIT THE FORM TO ROBIN WITT AT ZH-129.
POSITION DESCRIPTION
APPRENTICE – SUPPLEMENTAL INSTRUCTION LEADER
HOURLY RATE: $10.25

DEADLINE TO APPLY: NOVEMBER 10, 2011

I. OBJECTIVE

The objective of the apprentice position is to develop student leaders in Supplemental Instruction. Supplemental Instruction is an academic assistance program that targets traditionally difficult academic courses in order to reduce rates of student attrition and improve student grades. The apprentice, while working closely with the selected course instructor, plays the key role in this assistance program by helping students integrate course content and learning/study strategies during a number of regularly scheduled out-of-class sessions per week. Apprentices are the model students of the subject, and as such, they present a model of thinking, organization, and mastery of the course.

II. DURATION

While employed as a Supplemental Instruction Leader, Apprentices may not be employed under any other job title at the college (e.g. student worker, federal work study, etc.). The apprentice may be employed for a maximum of nine (9) semesters, consecutive or cumulative, including summer sessions, and may not work more than 170 working days or more than 980 hours during the academic year. Employment is not guaranteed the full 9 semesters. The District accepts applications on an ongoing basis and positions are filled on the basis of need and availability. The District has the right to terminate your employment at any time. As an “at will” employee, you do not have reasonable assurance of continued work. Therefore, during breaks in employment you are eligible to apply for unemployment and may file a claim with the Employment Development Department (EDD). Your entitlement for benefits will be determined by EDD and not by the District.

III. QUALIFICATIONS

A. An overall GPA of 3.0 for all course work in the discipline is required.
B. A grade of “B” or better in the selected course is preferred. In addition, if in the judgment of the selected course instructor the grade of “B” was not earned recently, the selected course instructor will determine content competency.
C. Prior completion of the course with the selected course instructor is preferred.
D. Excellent interpersonal and communication skills, as well as maturity, reliability and dependability.
IV. ACTIVITIES/EXPECTATIONS

A. Attend Supplemental Instruction (SI) leader training and ongoing staff meetings.
B. Attend class meetings of the selected course, take notes, and read assigned materials, including text(s), and supplemental readings. Plan collaborative activities for the SI sessions.
C. Conduct 50-minute SI study sessions every week (specific number to be determined in consultation with the instructor and SI director) throughout the term using strategies learned through the SI leader training. Collect attendance data for every SI session, including student names and date and time of session.
D. Work with the instructor to schedule SI sessions. Provide the instructor with an up-to-date schedule of the SI sessions. Notify the instructor in advance if you cannot conduct an SI session as scheduled.
E. Regularly meet with the instructor to do the following:
   1. Discuss observations of the SI session.
   2. Discuss the creation and use of SI session handouts and worksheets.
   3. Discuss the planning of SI sessions and use of a wide variety of collaborative learning strategies.
   4. Discuss problems or potential problems.
F. Make periodic announcements about the availability of the SI sessions to the students.
G. Ensure that all surveys are distributed and collected.
H. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
I. Model appropriate professional attitudes and behaviors to staff, students, and others.
J. Meet with other SI apprentices and observe other SI sessions.
K. Other related duties may be assigned.

V. ASSESSMENT

The apprentice works under the direction of the dean of Instructional Support and the Supplemental Instruction Director. Progress is measured each semester through direct observation and student surveys. Additional training, if necessary, will be provided.

VI. RECOMMENDATION FOR EMPLOYMENT

Selected course instructor.
SI LEADER EMPLOYMENT APPLICATION

Directions: Submit this application along with the Chaffey College District application (available at http://www.chaffey.edu/humres/EmpApp_2011.pdf) and a copy of your transcripts (official or unofficial) to the Office of Instructional Support in SSA-211.

Name (Print): ____________________________
Last                                               First                                               MI

Address: __________________________________________
Street                                               City                                               State                                               Zip Code

SSN or Chaffey ID_____________________________ E-mail Address: __________________________

Phone: __________________________ Alternate Phone: __________________________

Major: __________________________________________

If selected for this position I will be able to attend the SI leader training and ongoing staff meetings: Yes_______ No________

Circle the courses you feel confident leading SI sessions for (you must have earned an A or B in these courses). Note: more courses may become available for SI.

ACCTG-1A  BIOL-20  ECON-4  PSYCH-1
BUS-10  CHEM-21  HIST-1  SOC-10
ASL-1  MATH-25  HIST-2  ART-1
ENGL-1A  MATH-425  HIST-17  MUSIC-4
ENGL-450  MATH-410  HIST-18  PHOTO-1
BIOL-1  ECON-2  Other: __________________________

List the courses and the number of units in which you will be enrolled during the next semester.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Describe your anticipated involvement in clubs, organization, and part-time employment:

____________________________________________________________________________
____________________________________________________________________________
Why are you interested in this position, and why do you believe that you are a good candidate?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

What advice would you give students to help them become successful?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Describe at least three study strategies that have helped you perform well in your classes.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

REFERENCES

List two references. One reference should be an instructor that is familiar with your work. The other reference may be either academic or professional. Please provide the attached reference form, with the top section completed, to the recommender(s).

1) ________________________________________________________________
   Name                                                              Title and Organization
   Address                                                            Phone and/or e-mail address

2) ________________________________________________________________
   Name                                                              Title and Organization
   Address                                                            Phone and/or e-mail address

DECLARATION
I hereby declare that all information contained in this application is truthful and accurate:

_________________________________________  __________________________
Signature                                          Date
SUPPLEMENTAL INSTRUCTION LEADER REFERENCE FORM
DUE APRIL 1, 2011

TO BE COMPLETED BY APPLICANT

Applicant’s Name: __________________________ Phone: __________________________

Selected Course: ___________________________ Selected Instructor: __________________________

TO BE COMPLETED BY FACULTY MEMBER AND SENT IN A SEALED ENVELOPE TO THE SI DIRECTOR, ROBIN WITT IN ZH-129 (X6426)

TO THE RECOMMENDER: Please be aware that the student will be able to have access to this form if the student requests. If you feel that your reference must be fully confidential, contact the SI director or decline to complete the reference form.

Name (Print): __________________________ Phone: __________________________

Title and Organization: __________________ E-mail Address: __________________

In what capacity do you know the applicant? If enrolled in a course you taught, please list department and course number (ex. Math 25).

____________________________________________________________________________
____________________________________________________________________________

Please list the applicant’s strengths:
____________________________________________________________________________
____________________________________________________________________________

Please list the applicant’s weaknesses:
____________________________________________________________________________
____________________________________________________________________________

Please Circle One: I (highly recommend, recommend, cannot recommend, or decline to recommend) this individual for the position mentioned above.

I am requesting this individual for my class as my SI Leader. Yes ___ No___

Signature: __________________________ Date: __________________________

PLEASE RETURN THIS FORM TO THE SI DIRECTOR:
Robin Witt, ZH-129